Initiating a Program Report in IntelliGrants

Go to https://intelligrants.in.gov to log into Intelligrants.

Once logged in, you should see the following screen:

Click on the *"My Organization"* feature (right side of the screen).

a. Once you have selected *"My Organization"* then you should see your agency's information prepopulate. To navigate to a particular grant, select *"Organization Documents"*.

b. *"Organization Documents"* should pull up all the documents that your organization has initiated. You will want to select the grant you wish to initiate a report for.

c. Example: Make sure you select the Grant Name. Once you click on the Grant Name, it will take you to that Grant's *"Document Snapshot"* page.

d. The Grant Name you click on should say "***CCP-2022-_***"

Once you have reached the *"Document Snapshot page"*, please follow the instructions below to initiate a Program Report:

Step 1: Click on the *"Related Documents and Messages"* (or hover over the link).
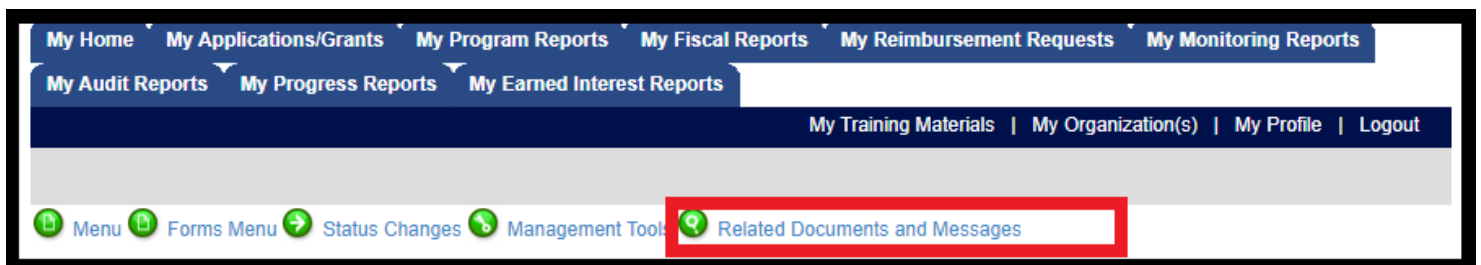
Step 2: Links should be available for you to initiate a report. Select the one you wish to start.
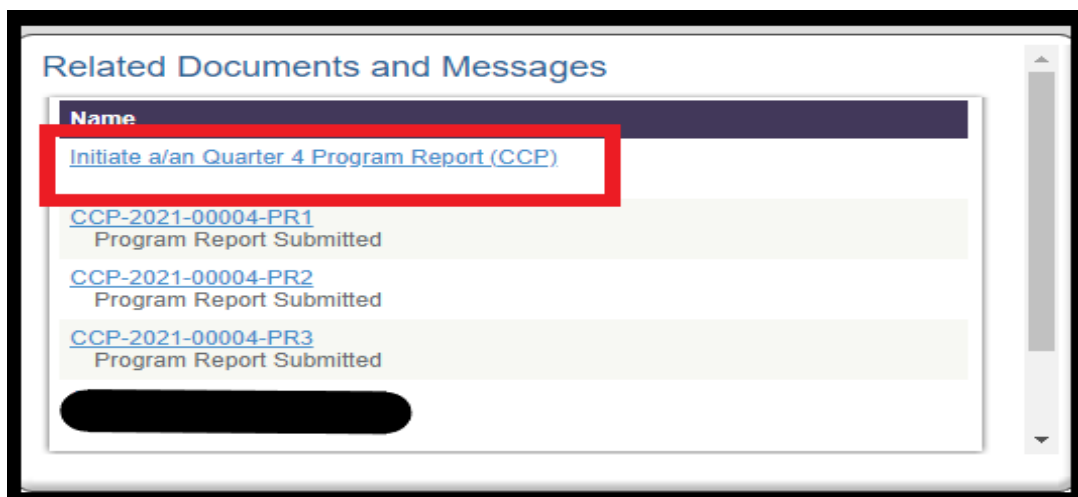
Once you click on the report you wish to initiate, the system will send you to the *"Document Snapshot page"* for the Program Report.

Completing a 2022 Indiana Local Coordinating Council CCP Submission Program Report

After you have initiated a Program Report, IntelliGrants will direct you to the *"Document Snapshot page"* for the said report.

You will want to access the *"Forms Menu"* and select the *"Program Report"* Form.

Once you have selected the *"Program Report"* Form you will be redirected to another page. Please complete this form by following the steps below.

> Step 1: Select *"Yes"* that your project is on schedule.
>
> Step 2: Input *"N/A"* in the Goals, Objectives, and Outcomes textboxes.
>
> Step 3: Select *"No"* for the question, "Were there any barriers/issues encountered this quarter?".
>
> Step 4: Select *"**YES**"* for the question, "Is this your final program report?".
>
> Step 5: Upload your report in the attachment section. You will also need to add an attachment description.
>
> Step 6: Click SAVE at the top of the page. The system will let you know if there are any errors. If you encounter an error and are unable to correct it, please reach out to ICJI.

Once you have completed the *"Program Report,"* move the cursor over the *"Forms Menu"* and select *"Final Programmatic Report."* Please complete this form by following the steps below.

> Step 1: Input *"N/A"* in all the text boxes.

Step 2: Select the best drop-down response for the section that states "Choose the best response about the accomplishments of the project." This is based on the percentage of CCP SMART goals that the LCC believes it achieved or has achieved.

> *Example:* If the LCC achieved 5 of 6 SMART goals, then select "Greater than 75% of objectives were accomplished."

Step 3: Select *"No"* for the question, "Did you intend for this project to be sustained?".

FINAL PROGRAMMATIC REPORT

Instructions:

1. All required fields are marked with an *.
2. Use the **SAVE** button to save information and calculate data on each page.
3. Save at least every 30 minutes to avoid losing data.
4. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
5. To return to the Forms menu, click the Forms Menu link above.

Final Report

Goal(s)

To what extent was the grant's goal achieved at the end of the award period?

```
N/a
```

3 of 4000

Objectives

Choose the best response about the accomplishments of the project.

[Greater than 75% of objectives were accomplished ▼]
*

Outcomes

To what extent was the grant's outcome(s) achieved?

```
N/a
```

3 of 4000

With the advantage of hindsight, what would you do differently in implementing this project?

N/a

3 of 4000

Please share a success story about your program and indicate how your grant allowed for it to occur.

N/a

3 of 4000

Step 4: Submit your report by clicking on or hovering over the **"Status Changes"** button at the top of your screen.

Step 5: Select **"SUBMIT"** under *Program Report Submitted.*

Status Changes

Possible Statuses

PROGRAM REPORT SUBMITTED

SUBMIT

Step 6: You will then get an **"I agree"** message. Please select **"I agree".**

Agreement

Please make a selection below to continue.

By clicking "I Agree", you attest the information entered is true to the best of your knowledge. Submitting erroneous information may result in repayment of grant funds, termination of the grant, disqualification from future funding, and referral to DOJ's Inspector General.

If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE   I DO NOT AGREE

Step 7: Once your report is successfully submitted you will be redirected back to the Program Report Document Snapshot Page. To ensure your report is submitted click on the details arrow and check the status of the report (it should say submitted).